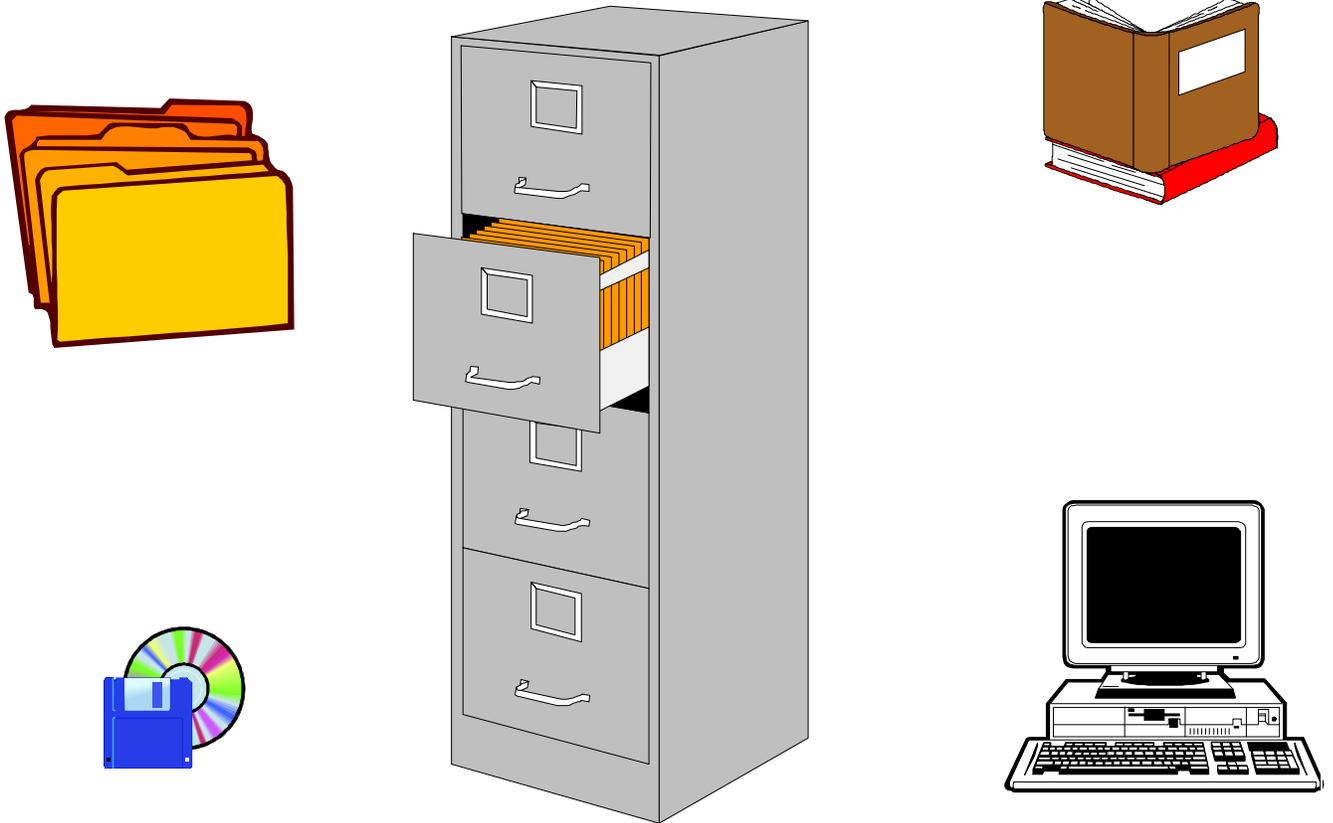


# MARKS



## ***THE MODERN ARMY RECORDKEEPING SYSTEM***

MAY 1999  
DOIM Files Management  
287-5630

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# WHAT IS A RECORD?

Documents required for adequate and proper documentation of organization's functions, policies, decisions, and operation regardless of media on which they are created (e-mail, word processors, scratch paper).

Includes working papers that propose or evaluate policies or decisions and that contribute to the preparation of records.

Documents identified as records must be retained under a recordkeeping system (marks). Mail networks and word processors are not recordkeeping systems and will not contain the only copy of an official record.

## NON-RECORDS

Drafts, notes not representing basic steps in preparation of a record

Stocks of documents used for supply or extra copies for reference

Suspense files

# TIDBITS

The National Archives and Records Administration defines records as:



"All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics<sup>1</sup>, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business<sup>2</sup> and preserved or appropriate for preservation by that agency or its legitimate successor as evidence<sup>3</sup> of the organization, functions, policies, decisions, procedures, operations, or because of the informational value<sup>4</sup> of the data in them."

<sup>1</sup>Physical form or characteristics include records created on magnetic tape, punch cards, aperture cards, disks, cores, microfilm, computer printouts, large maps, and tab cards as well as paper.

<sup>2</sup>In connection with the transaction of public business refers to file items created during the course of business which are the property of the Federal Government and not of the individual.

<sup>3</sup>Evidential value is the value of a record that documents the history of an organization.

<sup>4</sup>Informational value is the value of a record that provides unique and permanent information for purposes of research.



**If your "working papers" were suddenly burned to a crisp in a raging fire, would you and your office be able to perform the mission as usual? Would you be able to reconstruct your papers from other sources? If not, then you should treat your working papers as official records.**



# **MODERN ARMY RECORDKEEPING SYSTEM (MARKS)**

**PRESCRIBED IN AR 25-400-2, 26 FEB 93, WITH**

- 📖 FORSCOM SUPPLEMENT 1, 1 DEC 93
- 📖 OFFICIAL UPDATES LOCATED ON FORT BELVOIR WEBSITE ([www.rmd.belvoir.army.mil](http://www.rmd.belvoir.army.mil)) AND FORT HOOD PUBLIC FOLDERS (garrison, DOIM, marks)

## **MARKS**

- 📖 ASSIGNS RECORDED INFORMATION THE SAME NUMBER AS PRESCRIBING DIRECTIVE.
- 📖 DEFINES HOW THE PRIVACY ACT SHOULD BE APPLIED TO SPECIFIC TYPES OF RECORDS.
- 📖 PROVIDES FOR IDENTIFICATION AND FILING OF GENERAL CORRESPONDENCE.
- 📖 ESTABLISHES PROCEDURES FOR STORAGE, TRANSFER AND DESTRUCTION OF INACTIVE RECORDS.

**STATUTORY BASIS FOR MANAGEMENT OF RECORDS IS THE AMENDED FEDERAL RECORDS ACT OF 1950.**

- 📖 MARKS PROVIDES THE LEGAL AUTHORITY FOR THE DESTRUCTION OF NONPERMANENT RECORDS.
- 📖 MARKS -- NOT THE FILES CUSTODIAN -- PRESCRIBES HOW LONG TO KEEP THE RECORDS AND WHEN TO DESTROY THEM.

## BASIS FOR THE MARKS FILE NUMBER

*F*or every mission in the Army, there are regulations listing responsibilities, procedures, and types of official records to be maintained.

*T*he regulations -- or prescribing directives -- provide the basis for the MARKS numbering system.

*T*he file numbers for mission records prescribed in a regulation are the same as the regulation number.



AN ALPHABETICAL SUFFIX IS  
ADDED TO THE FILE NUMBER  
TO DISTINGUISH IT FROM  
OTHER RECORDS PRESCRIBED  
IN THE SAME REGULATION.

# RELATIONSHIP OF MARKS NUMBER TO A PRESCRIBING DIRECTIVE

**This regulation. .**

	Headquarters Department of the Army Washington, DC 25 March 1997	*Army Regulation 25-1
	Information Management The Army Information Resources Management Program	
Togo D. West, Jr. Secretary of the Army		Effective 25 April 1997
History. This UPDATE printing publishes a revision of this publication. Because this publication has been extensively revised, the changed portions have not been highlighted. Summary. This regulation on the management of the Information Mission Area (IMA) has been		(DODD) 7740.1. This regulation also prescribes information management policies, guidance, and responsibilities in support of the Army Command and Control System (ACCS) Program and describes the ACCS as it relates to the IMA. Federal and DOD policies and procedures that pertain to specific elements of this program have not been changed and changes to them that are subsequent to the publication of this regulation take precedence. Other HQDA
		who holds the grade of colonel or the civilian equivalent. Army management control process. This regulation contains management control provisions in accordance with AR 11-2 and contains checklists for conducting management control reviews at Appendix B. Supplementation. Supplementation of this regulation and establishment of DA

**. . prescribes this record. .**

	1-5n. For the internal information resources management responsibilities of their command, each MACOM commander will-- (3) Ensure that each MACOM functional proponent designates a single point of contact for IMA actions within their area of responsibility.
---	---

**. . which is identified in MARKS with the same basic number as the regulation, thus. .**

	FN: 25-1d Title: Information manager designations/appointments Authority: N1-AU-87-4 Privacy Act: OPM/GOVT-1 Description: Documents of the designation or appointment of information managers at all levels of the Army. Included are designations, appointments, concurrences or nonconcurrences, consideration of possible appointees, and related information. Disposition: Destroy 1 year after termination of designation or appointment.
---	---

**When regulations prescribe many different types of records, an alphabetical suffix is given to each distinct type of record to distinguish it from other types prescribed by the regulation:**



**25-1e Capability Request for IMA Resources**  
**25-1f Army Library Management Reporting Systems (ALMRS)**

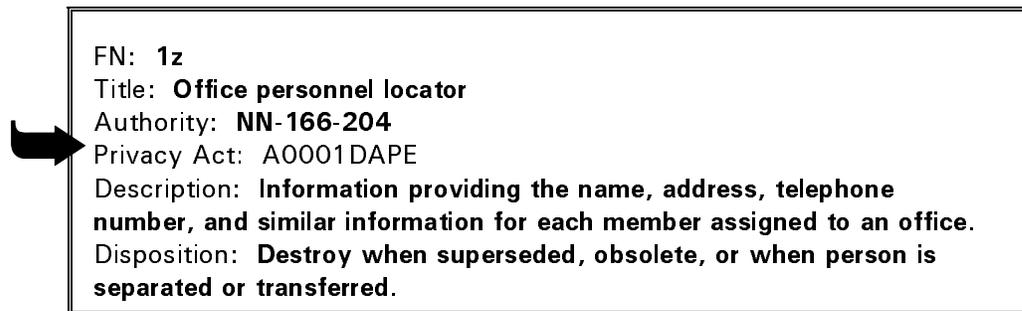


# PRIVACY ACT SYSTEMS NOTICE

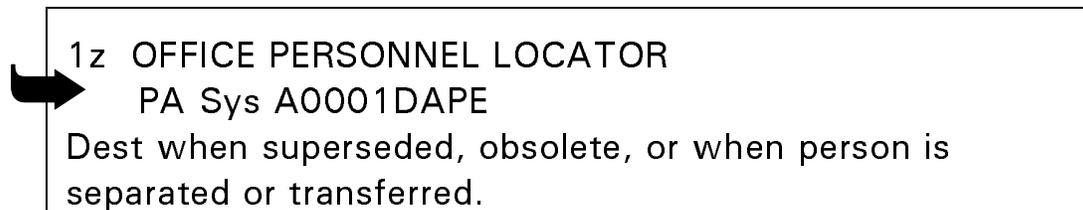
The Privacy Act Systems Notice (PASN) indicates that a particular record contains personal information on individuals.

These records are arranged for retrieval by a personal identifier such as name or social security number.

MARKS IDENTIFIES SUCH FILES:



FN: 1z  
Title: **Office personnel locator**  
Authority: **NN-166-204**  
Privacy Act: A0001DAPE  
Description: **Information providing the name, address, telephone number, and similar information for each member assigned to an office.**  
Disposition: **Destroy when superseded, obsolete, or when person is separated or transferred.**



1z OFFICE PERSONNEL LOCATOR  
PA Sys A0001DAPE  
Dest when superseded, obsolete, or when person is separated or transferred.

**Label Example**

# HOUSEKEEPING VERSUS MISSION FILES

## HOUSEKEEPING FILES (FILE NUMBERS 1a THRU 1oo)

-  RELATE PRIMARILY TO HOUSEKEEPING OPERATIONS WITHIN AN OFFICE.
-  ACCUMULATE BECAUSE AN OFFICE EXISTS; THEY ARE NOT WHY AN OFFICE EXISTS.
-  ARE SEPARATE FROM FILES DOCUMENTING FUNCTIONS OR MISSION OF AN OFFICE.

## MISSION FILES (FILE NUMBERS 1 THRU 1180)

-  RELATE TO THE FUNCTIONS OR MISSION OF AN OFFICE; MOST OFFICES HAVE ONLY ONE OR TWO MISSION FILE SERIES.
-  PROVIDE A "GENERAL CORRESPONDENCE" CATEGORY FOR EACH FILE SERIES FOR RECORDS NOT IDENTIFIED ELSEWHERE WITHIN THE SERIES.

# GENERAL CORRESPONDENCE FILES

CONTAIN MISSION RECORDS NOT IDENTIFIED ELSEWHERE WITHIN THE SERIES.

ARE THE FIRST FILE NUMBERS IN EACH MISSION SERIES.

ARE THE ONLY FILE NUMBERS WITHOUT A HYPHEN OR ALPHABETICAL SUFFIX.

## DESCRIPTION

### ACTION DOCUMENTS

- Y RELATED TO SUBJECT AREA NOT IDENTIFIED BY SPECIFIC FILE NUMBER WITHIN THAT SERIES.
- Y DESTROY AFTER 2 YEARS.

### NONACTION DOCUMENTS

- RECEIVED FOR INFORMATION ONLY.
- REVIEW FILE YEARLY AND PURGE UNNECESSARY RECORDS.



***FILE DESCRIPTIONS FOR GENERAL CORRESPONDENCE FILES READ THE SAME EXCEPT FOR THE NAME OF THE SUBJECT AREA.***

# GENERAL CORRESPONDENCE EXAMPLE

FN: 380

Title: **General security correspondence files**

Authority: **NN-167-31 and NN-165-192**

Privacy Act: **Not applicable.**

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to security which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q).

b. **NONACTION:** Matters relating to security that are received for information only; on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

## Label examples:

### For disposition subparagraph "A," ACTION:

380 GENERAL SECURITY CORRESPONDENCE FILES (99)  
COFF 31 DEC 99, Dest JAN 01

### For disposition subparagraph "B," NONACTION:

380 GENERAL SECURITY CORRESPONDENCE FILES  
Dest when NLN for current operations

# WHICH SERIES TO USE?

WHAT IS THE MAIN MISSION(S) OF YOUR OFFICE?

DOES THE DOCUMENT PERTAIN TO THAT MISSION?

- ✓ IF "YES," FILE THE DOCUMENT UNDER THE RELATED MISSION FILE SERIES.
- ✗ IF "NO," FILE THE DOCUMENT UNDER A HOUSEKEEPING FILE.

DOCUMENT ON...	HOUSEKEEPING FILE NO.	MISSION FILE SERIES
SAFETY	1b	385
CIVILIAN JOB DESCRIPTIONS	1bb	690-500a
LONG DISTANCE PHONE CALLS	1o	25-1v
TDA's	1f	71-32b
WORK ORDERS	1p	420-17e

## EXCEPTIONS

FOR DOCUMENTS WITH NO HOUSEKEEPING EQUIVALENT

DOCUMENT ON...	ADMINISTRATIVE FILE NO.	MISSION FILE SERIES
INTERNAL CONTROL	11-7a	11-7a
AGREEMENTS	5-8a	5-8a
HISTORICAL RECORDS	870 series	870 series
CONGRESSIONALS	Your general correspondence mission file	1-20e



# TIDBITS



## PREVENT NEEDLESS FILING

A careful look at the individual papers in the records of any office would make many people wonder why so many were filed in the first place. They would additionally wonder why so many people routinely drop all incoming papers into the "file" box instead of swinging a little further around in their chairs and dropping some of the papers into the wastebasket...

REVIEW INCOMING PUBLICATIONS (**ARE THEY STILL NEEDED? WHO STILL USES THEM AND HOW OFTEN?**). No office should maintain excessive libraries of publications or any other informational material.

FILE FEWER INFORMATION COPIES. File only those items which are sure to be subsequently referred to. Extra copies of letters intended only to keep officials posted can usually be obtained from the originating office if needed.

BEWARE OF EXTRA COPY FILES. Extra files kept at various places within an office may seem efficient but they can be misleading for they seldom contain all the background data necessary to provide a usable record. One good file is worth several kept haphazardly.



**WHILE ORGANIZATIONS CANNOT AFFORD COMMUNICATIONS GAPS, NEITHER CAN OFFICIALS FORGET THAT IN THOUSANDS OF OFFICES, YESTERDAY'S DESIRED DISTRIBUTION MAY HAVE BECOME TODAY'S FILING NUISANCE!**



# MAINTAINING AND STORING RECORDS

Established records will be maintained and disposed of according to MARKS.

Records are normally maintained in two different blocks:

 **ACTIVE**      **CURRENT YEAR / ONGOING  
EVENTS**

 **INACTIVE**      **PREVIOUS YEAR / COMPLETED  
EVENTS**

Inactive records may be stored in three locations:

 **CURRENT FILES AREA (RETENTION OF 2  
YEARS OR LESS)**

 **FH RECORDS HOLDING AREA (RETENTION OF  
3 TO 7 YEARS)**

 **FEDERAL RECORDS CENTERS, WNRC AND  
NPRC (RETENTION OVER 7 YEARS OR  
PERMANENT)**

# TIDBITS



## WHAT HAPPENS TO YOUR RECORDS?

How long records are kept depends on their value. Some are destroyed in your office. Others are moved to a records holding area or a Federal records center for low-cost storage.

Some of the records you keep may become a permanent part of the records of the Government to be preserved at the National Archives.

### STORAGE COST (Average Annual Cost Per Cubic Foot)

RECORDS HOUSED IN OFFICE FACILITIES = \$23.04  
versus  
RECORDS HOUSED IN FEDERAL RECORDS = \$1.62  
CENTERS



*IT'S THE LAW - FEDERAL LAW REQUIRES THE CREATION OF ADEQUATE AND PROPER RECORDS AND MAKES IT A CRIME TO DESTROY THEM WITHOUT THE APPROVAL OF THE NATIONAL ARCHIVES.*

# DISPOSITION STANDARDS

Files kept longer than 2 years may require transfer to the records holding area or retirement to a Federal records center.

The Disposition Standards Table on the next page provides

% detailed instructions on transferring and retiring records and

% how the disposition instructions will appear on the folder label.

**COLUMN 1 - ABBREVIATED DISPOSITION INSTRUCTIONS GIVEN IN MARKS AND TYPE OF DISPOSITION.**

**COLUMN 2 - WHAT YOU NEED TO DO WITH THE FOLDER.**

**COLUMN 3 - HOW THE DISPOSITION INSTRUCTIONS WILL APPEAR ON THE LABEL.**

**DISPOSITION STANDARDS (Extracted from Table 7-1, AR 25-400-2)**

If the abbreviated disposition instructions are	then the full disposition standard would be	and the disposition instructions on the label would be (examples are for both calendar and fiscal year, where applicable)
Destroy after 1 month <i>[straight time]</i>	Cut off at the end of the month; hold 1 month in the current files area; then destroy.	COFF 30 Apr 99, Dest Jun 99
Destroy after 3 months <i>[straight time]</i>	Cut off at the end of each quarter; hold 3 months in the current files area; then destroy.	COFF 31 Mar 99, Dest Jul 99
Destroy after 6 months <i>[straight time]</i>	Cut off twice a year, according to the calendar or fiscal year; hold 6 months in the current files area; then destroy.	CY: COFF 30 Jun 99, Dest Jan 00 and COFF 31 Dec 99, Dest Jul 00 FY: COFF 31 Mar 99, Dest Oct 99 and COFF 30 Sep 99, Dest Apr 00
Destroy after 1 year <i>[straight time]</i>	Cut off at the end of the calendar or fiscal year; hold 1 year in the current files area; then destroy.	CY: COFF 31 Dec 99, Dest Jan 01 FY: COFF 30 Sep 99, Dest Oct 00
Destroy after 2 years <i>[straight time]</i>	Cut off at the end of the calendar or fiscal year; hold 2 years in the current files area; then destroy.	CY: COFF 31 Dec 99, Dest Jan 02 FY: COFF 30 Sep 99, Dest Oct 01
Destroy upon occurrence of a specific action or event <i>[straight event]</i>	examples: Destroy when superseded or obsolete Destroy when no longer needed for current operations	examples: Destroy when superseded or obsolete.  Destroy when no longer needed for current operations.
Destroy a certain time period after occurrence of a specific action or event <i>[time-event]</i>	example: Destroy 2 years after transfer or separation of individual. Place in INACTIVE FILE on transfer or separation of individual; cut off INACTIVE FILE at end of year and hold 2 years in current files area; then destroy.	example for 2-year time event file: ACTIVE FILE: PIF after transfer or separation of individual. INACTIVE FILE: CY: COFF 31 Dec 99, Dest Jan 02 FY: COFF 30 Sep 99, Dest Oct 01
Destroy after 3, 4, 5, 6, or 7 years* <i>[straight time]</i>	Cut off at the end of the calendar or fiscal year; hold 2 years in the current files area; transfer to records holding area; hold until total retention period expires; then destroy.	example for a 5-year file: CY: COFF 31 Dec 99; Trf RHA Jan 02, Dest Jan 05 FY: COFF 30 Sep 99, Trf RHA Oct 01, Dest Oct 04
Destroy after more than 7 years (but not permanent records)* <i>[straight time]</i>	Cut off at the end of the calendar or fiscal year; hold 2 years in the current files area; transfer to records holding area; hold for 1 year; retire to the servicing Federal Records Center where they will be held until total retention period expires; then destroy.	example for a 75-year file: CY: COFF 31 Dec 99, Trf RHA Jan 02, Ret WNRC Jan 03, Dest Jan 2075 FY: COFF 30 Sep 99, Trf RHA Oct 01, Ret WNRC Oct 02, Dest Oct 2074
Permanent* <i>[straight time]</i>	Cut off at the end of the calendar or fiscal year; hold 2 years in the current files area; transfer to records holding area; hold for 1 year; then retire to the servicing Federal Records Center.	CY: COFF 31 Dec 99, Trf RHA Jan 02, Ret WNRC Jan 03, Permanent FY: COFF 30 Sep 99, Trf RHA Oct 01, Ret WNRC Oct 02, Permanent

**\*Fort Hood is serviced by a Records Holding Area.**

# STRAIGHT TIME

CUT OFF AT END OF THE YEAR, HOLD FOR SPECIFIC PERIOD OF TIME, THEN DESTROY



FN: 1b

Title: **Office general management**

Authority: **NN-1676-204**

Privacy Act: **Not applicable.**

Description: **Information relating to the administration of an office. This information covers the following internal office procedures that are not continuing such as hours of duty, individual duties, emergency evacuation procedures, parking, and traffic control; charitable affairs, such as blood donations and contributions to charity; public relations and information activities, such as open house programs and special events (but not articles, news releases, or similar items that promote or publicize the office's mission); office security, such as documents ensuring security and any covering the security classification system; office safety, such as minutes of safety meetings and safe and unsafe practice notes, forms, publications; and reports management, such as forms surveys and inventory reports (but not those relating to initiating forms, publications, and reports that pertain to the office's mission functions); routine use of automatic data processing (but not documents concerned with use of automatic data processing for mission functions).**

Disposition: **Destroy after 1 year.**

CLOSE OUT -- OR CUT OFF -- THE FILE AT THE END OF THE YEAR (**COFF 31 DEC 99**)

HOLD THE INACTIVE FILE FOR 1 YEAR (**2000**)

THEN DESTROY (**Dest JAN 01**)

MAKE A NEW FOLDER EVERY YEAR. PUT THE YEAR ON THE FOLDER LABEL.

1b OFFICE GENERAL MANAGEMENT (99) COFF 31 DEC 99, Dest JAN 01
--

Label Example

16

22

# STRAIGHT EVENT

DESTROY UPON OR IMMEDIATELY AFTER THE OCCURRENCE OF A SPECIFIC EVENT



FN: 1f  
Title: **Office organization files**  
Authority: **NCI-AU-75-19**  
Privacy Act: **Not applicable.**  
Description: **Information relating to the organization and functions of an office, such as copies of documents that are duplicated in the resource management or comparable office that determines the organization and functions of the agency. Included are functional charts and functional statements, copies of documents relating to office staffing and personnel strength, such as workforce surveys and authorization vouchers, tables of distribution and allowance (TDAs), documents showing minor changes in the office's organization, orientation briefings to newly assigned personnel, and similar information.**  
Disposition: **Destroy when no longer needed for current operations.**

**WHEN AN INDIVIDUAL DOCUMENT BECOMES OBSOLETE, THAT IS THE TRIGGER, OR SPECIFIC EVENT, AUTHORIZING ITS DESTRUCTION. Periodically review entire file and destroy records that are no longer needed.**

**THIS FILE IS ALWAYS ACTIVE.**

- ☹ DO NOT PUT THE FILE YEAR ON THE LABEL.
- ☹ DO NOT MAKE A NEW FOLDER EVERY YEAR.
- ☹

1c OFFICE ORGANIZATION FILES  
Dest when NLN for current operations

**Label Example**

**17**

**TIME - EVENT**  
**DESTROY CERTAIN PERIOD OF TIME**  
**AFTER AN EVENT TAKES PLACE**



FN: 1ii  
Title: **Office military personnel files**  
Authority: **II-NNA-436**  
Privacy Act: **A0001bTAPC**  
Description: **Information concerning supervising military personnel. Included are papers pertaining to classification, promotion, orders, sponsors, indebtedness, leave, enlistment, waivers, statements of service, bonuses, evaluations, identification, group life insurance, application for appointment, application for outside employment, academic and individual training reports, instructional evaluations, and related information.**  
Disposition: **Destroy 1 year after transfer or separation of individual.**

**THIS DISPOSITION REQUIRES CREATING TWO FOLDERS**

Y ACTIVE (*Event Phase*)

FOR SOLDIERS CURRENTLY ASSIGNED TO YOUR OFFICE.

FOLDER IS ALWAYS ACTIVE SO DO NOT PUT FILE YEAR ON LABEL.

**1ii Office Military Personnel Files**  
**PA Sys A001bTAPC**  
**ACTIVE**  
**PIF after transfer or separation of individual.**

Label Sample

WHEN THE SOLDIERS LEAVE, THEIR FILE IS IMMEDIATELY "*PIF*"ed - *Placed in an Inactive Folder.*

(CONTINUED)

**TIME - EVENT (continued)**

** INACTIVE (*Time Phase*)**

TO KEEP RECORDS OF DEPARTED SOLDIERS SEPARATED FROM SOLDIERS CURRENTLY ASSIGNED TO THE ACTIVITY.

IS HELD FOR 1 YEAR, THEN DESTROYED.

1ii Office Military Personnel Files (99) PA Sys A001bTAPC INACTIVE COFF 31 DEC 99, Dest JAN 01
---

**Label Sample**

**CLOSE OUT -- OR CUT OFF -- THE FILE AT THE END OF THE YEAR (*COFF 31 DEC 99*)**

**HOLD THE INACTIVE FILE FOR 1 YEAR (*2000*)**

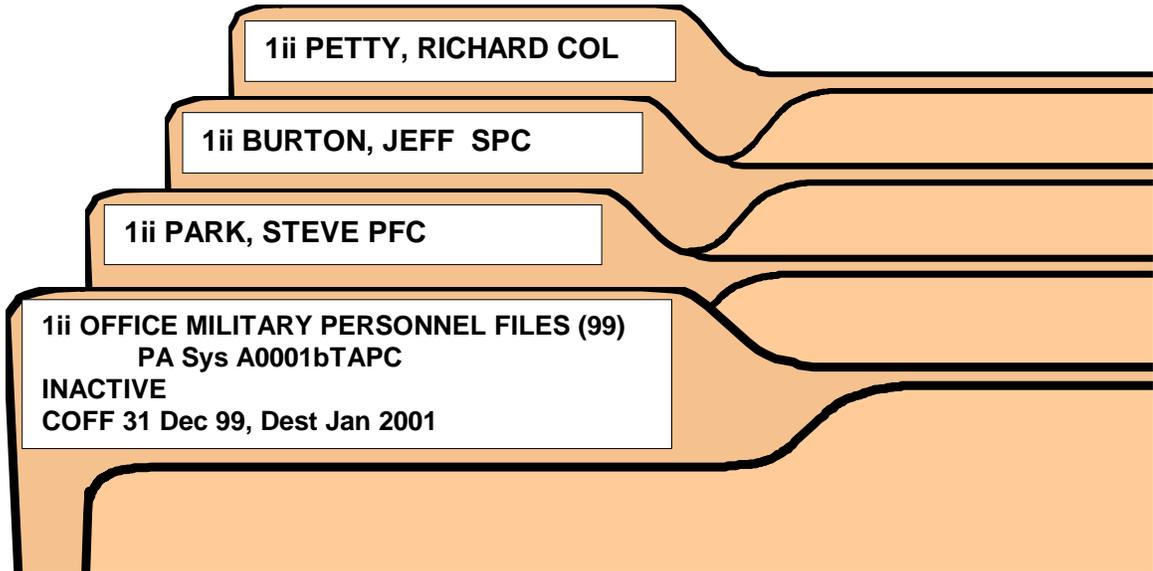
**THEN DESTROY (*DEST JAN 01*)**

**MAKE A NEW INACTIVE FOLDER EVERY YEAR. PUT THE YEAR ON THE FOLDER LABEL.**

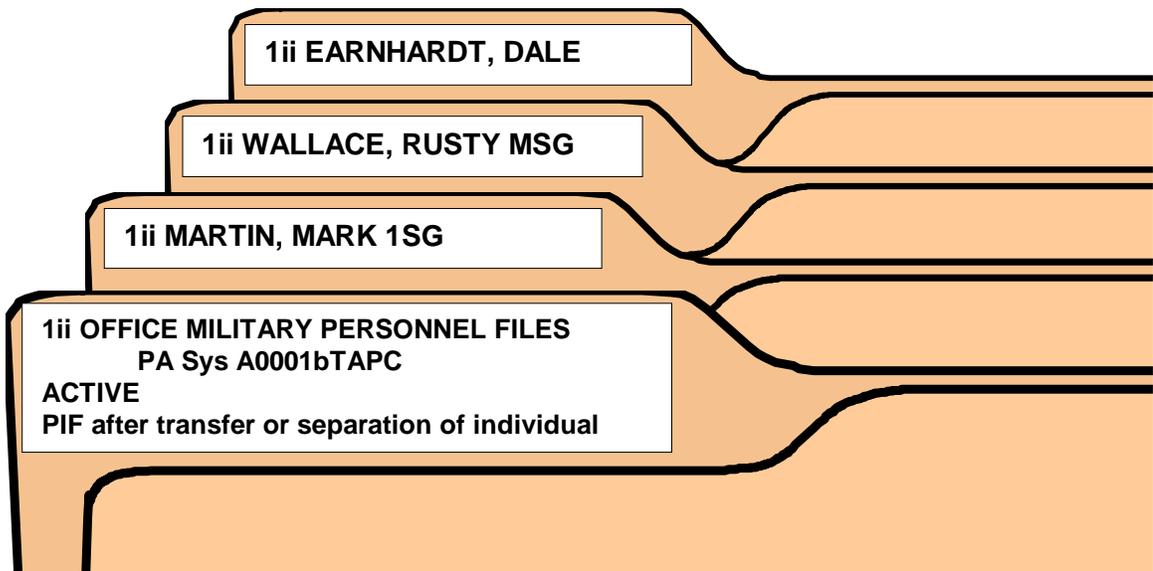
  
***IF THE DISPOSITION CONTAINS THE WORD "AFTER" BETWEEN A DATE AND EVENT, IT IS A TIME-EVENT FILE.***

(CONTINUED)

# TIME-EVENT INACTIVE AND ACTIVE RECORDS EXAMPLE



**INACTIVE**



**ACTIVE**

# TIDBITS

## Selecting the File Number

1. Determine the series - Housekeeping or Mission? Does the record document the internal administrative functions of your office or the primary missions of your office?

2. File administrative-type records under the housekeeping files listed on the inside back cover of this handbook. If the record relates to your mission, review the list of mission files series found on the outside back cover of this handbook.

a. Review Sublistings Under The Series. When the mission file series has been determined, go to the first file number listed in that series. Review the

prescribing directives and description listed at the beginning of each series and all the files descriptions listed under the series.

b. Consider General Correspondence. If the document does not logically fit any of the file descriptions provided, it would be filed under the General Correspondence file for that series.

3. Contact Your Records Management Officer/Coordinator. When a file number cannot be determined after following the steps listed above, contact your Records Management Officer or Coordinator for assistance

**Files may be maintained by either calendar year or fiscal year unless otherwise stated in MARKS (example: file numbers 30-1d and 30-1i).**

# **RECORDS TRANSFER PROCEDURES**

## **FORT HOOD RECORDS HOLDING AREA**

Records with a retention of 3 years or more are transferred to the RHA (unless otherwise stated in MARKS).

Records may be transferred in January for calendar year files and October for fiscal year files.

- Pack the records in standard fiberboard boxes.
- List box contents on SF 135 (records transmittal and receipt).
- Submit SF 135 to activity records management coordinator/officer.

Records with a retention of 3 to 7 years may be retained and destroyed in the current files area in lieu of RHA transfer. Waivers may be obtained by submitting a memorandum to DOIM with the following information:

- ☒ File name
- ☒ File title
- ☒ Location of records
- ☒ Statement that the office has sufficient space to maintain the records and will ensure the records are disposed of in accordance with AR 25-400-2.

## TRANSFER OF RECORDS TO FORT HOOD RECORDS HOLDING AREA

The Fort Hood Records Holding Area (RHA) is located in the back of the Sprint building on 52d Street (next to building 13, DOIM). This facility is used to store unclassified, inactive records pending destruction or transfer to the Federal records centers. To turn in or check out records, call 287-5630 in advance for access into the RHA. Allow at least 2 working days, when possible. (Refer to AR 25-400-2, Chapter 10, for more information on RHAs.)

### PACKING RECORDS FOR TRANSFER

Use only standard fiberboard boxes (size 14-3/4 by 9-1/2 inches, NSN 8115-00-117-8249) for letter and legal sized records. Obtain these boxes through normal supply channels. Note that tape is not required for the bottom of these tuck-bottom boxes.

Pack files in MARKS number sequence. Make sure the file number, file title, year, Privacy Act System Notice (if applicable), and disposition instructions are on the first folder label of each file number. For files divided between boxes, place a dummy folder for that file in each box. Every folder must have a label (see AR 25-400-2, Figure 6-4). **FILES NOT PROPERLY PACKED AND LABELED WILL NOT BE ACCEPTED.**

Fill each box with only one row of folders. Do not place folders on top or on sides of boxes. Be careful not to pack boxes so tightly that files cannot be serviced. If a box is not completely filled, pack crumpled newspaper in the unused space behind the folders to prevent movement of the contents.

Enter the box number and total number of boxes on the end of the box in the upper right. For example, if a series includes three boxes, mark them "1/3, 2/3, 3/3." Do not put any other markings on the end of the box. Leave box tops open for easy access.

### BASIC PROCEDURES FOR RECORDS TRANSFER

Prepare a Standard Form (SF) 135 (Records Transmittal and Receipt) to identify the originating activity and box contents. **Make sure the SF 135 accurately describes the contents of each box.**

Submit an original and two copies of the SF 135 through your Records Management Coordinator/Officer to DOIM Records Management (AFZF-IM-SD-SBR) for review. DOIM will return the original and one copy of the SF 135 with an appointment for access into the RHA.

Place the copy of the SF 135 in the first box of each series and bring the original SF 135 with the records. (A series is one or more boxes accumulated by one element of an organization.)

Bring the boxes directly to the RHA at the assigned time.

Each box is assigned a location number. The number will be annotated on the original SF 135 and the form returned for retention under housekeeping file 1g, Office Record Transmittal.

## PREPARING SF 135 (RECORDS TRANSMITTAL AND RECEIPT)

- BLOCK 1. FORT HOOD RECORDS HOLDING AREA
- BLOCK 2. Activity's Records Management Coordinator's or Officer's name, signature, and date
- BLOCK 3. Point of contact or file custodian
- BLOCK 4. Leave blank
- BLOCK 5. Activity mailing address.
- BLOCKS 6a-c. Leave blank
- BLOCK 6d. Total number of boxes turned in
- BLOCK 6e. Number of each box turned in
- BLOCK 6f. If any of the records have a Privacy Act Systems Notice (PASN), the PASN(s) will be the first entry in this column.
- Identify the activity that created the records.
- List any major organizational changes that occurred when the records were active. Examples are activation, changes of command, transfer of function, discontinuance, and inactivation.
- Enter the MARKS file title, arrangement of records (numerical, alphabetical, chronological), and the year of the records. If a record series is in more than one box, show the contents of each box (i.e., A-K, L-Z or 1-250, 251-500).
- NOTE:** If a series has a PERMANENT disposal date, **all individual folders in the series MUST be listed** on the SF 135 or on a separate sheet of paper.
- BLOCK 6g. Leave blank. **Do NOT turn in classified records to the RHA.**
- BLOCK 6h. Enter the MARKS file number opposite each file title.
- BLOCK 6i. Enter the month and year in which records will be destroyed. For permanent records, enter Permanent or PERM.